

Lansing, Michigan

November 19, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, November 19, 2002, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing John Engler, Governor, Chairperson
 Susan Leffler, Assistant Attorney General for Law, representing Jennifer M. Granholm, Attorney General
 Mary G. MacDowell, Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer
 A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State
 Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
 Leon Hank, Chief Administrative Officer, representing Greg Rosine, Director of the Department of Transportation
 Sherry Bond, Secretary

Absent:

Dick Posthumus, Lt. Governor

Others Present:

Deb Devine, Department of Attorney General; Richard Russell, Department of Corrections; James Burris, Janet Rouse, Department of Management and Budget; Pam Lavender, Department of Transportation;

1. CALL TO ORDER:

Mr. DeBano called the meeting to order and the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved that the minutes of the State Administrative Board for the meeting of November 5, 2002 be approved as distributed. Mr. Dore supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION
OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

Department of Civil Service, Human Resources Management Division, 9/19/02
Department of Community Health, Bureau of Hospital and Center Services,
9/23/02

Ms. Leffler moved that the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Ms. MacDowell and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports covering the regular meeting held November 12, 2002 and the special meeting held November 19, 2002. After presentation and review of the forgoing Committee Reports, Ms. MacDowell moved that the regular Finance and Claims Committee Report of November 12, 2002 be approved and adopted with the withdrawal at the November 19, 2002 State Administrative Board meeting of Item 6(3) by the Department of Management and Budget and the special Finance and Claims Committee Report of November 19, 2002 be approved and adopted. The motion was supported by Ms. Leffler and was unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held November 13, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of November 13, 2002 be approved and adopted. The motion was supported by Mr. Dore and unanimously approved.

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Mr. Dore presented the Transportation and Natural Resources Committee Report for the meeting of November 13, 2002. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the meeting held November 13, 2002 noting the withdrawal of items 15 and 41 and the additional request by the Department of Transportation to withdraw item 21 at the State Administrative Board meeting of November 19, 2002, be approved and adopted. Supported by Ms. Wolenberg, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Ms. MacDowell moved the meeting be adjourned. The motion was supported by Mr. Dore and unanimously approved. Mr. DeBano adjourned the meeting.

SECRETARY

CHAIRPERSON